



Educational Navigator

Employer

Cowley College
125 2nd St,
Arkansas City, KS 67005

Job Description

The Educational Navigator will work to enhance existing high school equivalency (GED) and post-secondary programs at the Winfield Correctional Facility (WCF) and connect residents with the appropriate post-secondary education programs in order to help them achieve their educational goals. The Navigators focus will be to assess residents, disseminate the assessment information to the appropriate staff, and work one-on-one with each resident to develop an Education and Employment Plan based on each residents educational needs and aspirations. The Navigator will serve as academic and career advisors working with residents to put their education plans into action by helping them refine their goals and connect them with practical solutions. The Navigator will help residents stay on track, stay motivated, engage them with self-improvement goals, encourage positive behaviors, and link them with support services as necessary. Navigators will extensively collaborate with adult education staff since the goal for many students is to move from adult education into postsecondary programs.

Navigator functions will include:

- Assisting with recruitment - Navigators will distribute information to all incoming residents with information about programs, available career and education pathways, and information on how to get into contact with staff and faculty.
- Tracking learner attendance, behavior, and progress toward outcomes.
- Navigators establish professional intrapersonal relationships with residents and encourage accountability.
- Navigators will be aware of support services available, including developmental education, peer tutoring, printed and technology resources, career resource center services, re-entry services, and mental health services.

- Assisting residents as they transition from adult education into postsecondary education and as they transition from the correctional facility to post-incarceration - Navigators assist residents with career research and planning, employment search, job interviews, and job placement. Both personal and professional advancement should be stressed. Residents transitioning to post-incarceration may require life skills training, such as acquiring professional clothing, hygiene, attaining a drivers license, and stress management. Navigators may not have an answer for every question or a solution to every issue but should be a link to helpful resources and services at Cowley College, Kansas Department of Corrections (KDOC), and in the communities.
- Establishing regular meetings with residents regarding academic progress, career goals and opportunities, and behaviors.
- Establishing ambassadors on the facility campus - Ambassadors are completed, successful program participants who serve as peer mentors for their programs, assisting with tours and providing residents with insight into the benefits of programs.
- Assisting graduates with job placement prior to release - Navigators will assist graduates from adult education and postsecondary programs by working closely with KDOC Job Specialists to complete job applications and interviews.
- Assisting faculty staff with essential skill development - Navigators will team-teach soft skills and employment skills as part of KDOCs essential skill development initiative. Navigators primary skill development content areas will include job search, employability, and interviewing skills, as well as utilizing the EPICS model in all aspects of interaction with residents.
- Tracking program graduates upon release - Navigators will assist with tracking graduates for two years at increments of 30 days, 60 days, 90 days, 6 months, and 1 year. After one year, tracking will be annual as per industry standards for K-Tip reporting.
- Understanding and abiding by the safety and security procedures, rules, and guidelines defined by KDOC and the Winfield Correctional Facility. Navigators will participate in all required and recommended staff development training. Navigators should also be aware of and utilize the core correctional practices.

QUALIFICATIONS:

Required:

- Bachelors degree in social services, education, or a related field; 2-4 years of experience working in Adult Education.
- Excellent verbal and written communication skills.
- Display positive behavior and outlook.
- Demonstrate understanding of issues affecting incarcerated individuals.
- Demonstrate ability to work in a collaborative environment.
- Proficient with Microsoft Office Suite or related software.
- Valid drivers license required for employment. REAL ID is required if air travel is necessary to complete job duties.


**Preferred:**

- Knowledge of and/or experience with GED or other educational systems and programs.
- Previous work in a correctional facility/environment.

RESPONSIBILITIES:**Essential Functions:**

- Conduct education and career assessments and record results.
- Develop Education and Employment Plans utilizing assessment results and learner/offender interviews/discussions.
- Conduct records/transcript requests to confirm GED or HSD attainment and gather information to support programming.
- Work with Cowley faculty and staff to get residents enrolled in educational programming that aligns with the Education and Employment Plan.
- Provide Case Management services for existing students to promote education program completion aligning with the Education and Employment Plan.
- Work collaboratively with KDOC in promoting seamless transition between levels of educational programming.
- Provide support/ guidance with community college admission paperwork, program entry requirements, FAFSA application, payment plans, etc.
- Provide learner coaching to maximize course completion and overall success;
- Serve as liaison between residents and college partners ancillary departments, such as Student Finance, Admissions, etc.
- Keep accurate and up to date files, logs, and data on each resident.
- Work with educational program providers, Instructors, Administrators, and KDOC departments (i.e. Re-Entry, Mental Health, etc.) to ensure the needs of the residents are met and any barriers to education are resolved.

General Responsibilities:

- Maintain timely documentation.
 - Support the mission, goals, and objectives of the KDOC and Cowley College.
 - Demonstrate excellent interpersonal skills.
 - Maintain strict confidentiality as outlined by FERPA and HIPAA.
 - Ability to work alone and in groups to provide services.
 - Assume responsibility for individual professional growth by staying current with literature, research, and/or practices.
 - Demonstrate proficiency in ability to effectively and regularly communicate with employees of the KDOC, Cowley College, and constituents.
 - Complete all assignments in a timely manner including communication with other staff and families.
 - Follow all safety requirements as directed by the KDOC.
 - Regular and predictive attendance in designated work location as determined by Cowley College.
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- Perform other duties as assigned by the Director of Workforce and Community Education.

Physical Requirements:

- Lifting up to 20 pounds.
- Manage all job duties with mobility, agility, and dexterity.
- Sit/stand for long periods of time.
- Work in loud/stressful environments.
- Being exposed to work settings that offer a risk to personal security and that are not ADA compliant.

Supervisory Requirements: none

Cowley College is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation or other legally protected category. (Notice of Non-Discrimination found at <http://www.cowley.edu/about/legal.html>)

Cowley offers incredible time off benefits, paid employee medical and dental insurance, and a great working environment that feels like family. To apply, go to employment@cowley.edu.

Apply

Interested individuals must apply online at employment@cowley.edu.